**Manningtree High School**

**With Academy Status**

**Learning Support Assistant – Job description**

The role of Learning Support Assistant is to work in partnership as part of a team to enhance the work of the school by providing support for:

* the students
* the teachers
* the curriculum
* the school

in line with the

* National Curriculum
* Code of Practice for SEN (Special Educational Needs)
* Manningtree High School policies and procedures

**Example Duties & Responsibilities:**

* To support the work of the SENCO (Special Educational Needs Co-ordinator) contributing to planning, development and decision-making and undertaking related administrative duties.
* To provide particular and skilled support to students with emotional difficulties
* Working with individual or small groups of students under the direction of the teaching staff
* Participation in the planning and evaluation of learning activities with the teacher, providing feedback on student progress and behaviour
* Supporting activities which enhance numeracy and literacy skills
* Supporting differentiated work in the classroom
* To support learning by arranging and or providing resources for lessons and activities under the direction of a teacher
* Monitoring and recording student activities as appropriate
* Promoting the inclusion and acceptance of students with Special Educational Needs within the classroom and ensuring access to lessons and their content through appropriate clarification, explanation and resources
* Endeavouring to establish positive relationships with the students being supported
* Promoting positive student behaviour
* Supporting the use of ICT and developing student confidence and independence in its use
* Interacting with and supporting students according to individual needs and skills
* Assisting with the preparation, maintenance and control of resources and materials
* To attend to students’ personal needs including help with social, welfare, physical and health matters.
* Assisting with the administration of the Learning Support Department under instruction from the SENCO.
* Attending relevant school meetings as required
* Respect confidentiality at all times
* Attend relevant training which the school will make available and take responsibility for your development.
* To assist with escorting students on educational visits
* To understand and apply school policies in relation to health, safety welfare and child protection
* All staff have a responsibility for the safeguarding and promotion of well-being of all students
* Ensure that all duties and services provided are in accordance with School’s Equal Opportunities Policy
* The duties are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

**Person Specification**

**Knowledge:**

* Relevant experience in a school environment.
* Basic knowledge of general school policies and procedures.
* Good literacy and numeracy skills.

**Mental Skills:**

* Some judgment required to resolve straightforward problems.
* Analyse and evaluate information.
* Creative thinking.

**Interpersonal Skills:**

* Demonstrating sensitivity and tact.
* Using developed advisory, negotiating or persuasive skills with a range of audiences.
* Highly effective oral and written communication skills.
* Maintenance of confidentiality

**Physical Skills:**

* Ability to use range of office equipment (e.g. photocopier, telephone system)
* Good keyboard skills
* Accuracy and attention to detail
* Physical and mental capacity for the post

**Initiative & Independence:**

* Working on own initiative, proactively supporting colleagues
* Prioritise own work effectively
* Assess and resolve unanticipated problems independently but refer more serious problems to a senior manager for advice and guidance.
* Organisational skills, to meet demands of others.
* Ability to demonstrate effective implementation of the school’s behaviour management policy.

**Physical Demands:**

* Unrestricted movement around the school in order to fulfil job description

**Mental Demands:**

* Dealing with conflicting demands and interruptions.
* Meeting deadlines imposed internally and externally.
* Work under pressure.

**Emotional Demands:**

* Dealing regularly with people, including children who can be angry, difficult, upset or unwell.

**Responsibility for People:**

* Providing advice and guidance on the phone and face-to-face to a wide range of audiences.
* Welfare of students.